

# Title IV SSAE – Amendment to Allocations in E-Grants

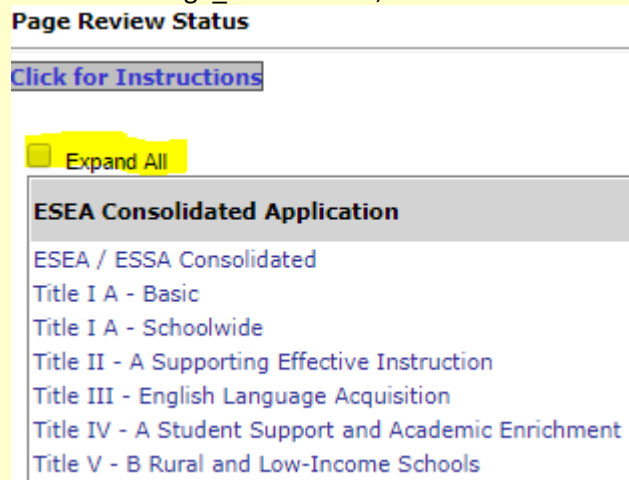
Email Holly Mook at [hmook2@mt.gov](mailto:hmook2@mt.gov) and request an OPI unlock for an Amendment

## Creating the Amendment

- 1) Bring up the OPI E-Grants Website:  
<https://egrants.opi.mt.gov/OPIGMSWeb/Logon.aspx>
- 2) Log on to E-Grants using User ID. The **Menu List** page will display.
- 3) Click on **eGrants Access / Select** hyperlink on the **Menu List** page.
- 4) Choose the year from the **Select Fiscal Year** drop-down list  
"2019"
- 5) Go into your ESEA/ESSA Application
- 6) Go to the Page\_Lock Control tab



- 7) Once in the Page\_Lock Control, select the radio button next to Expand All



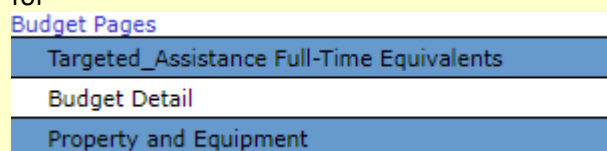
- 8) Once expanded scroll to Funding and unlock Allocations



- 9) Select the radio button to unlock



- 10) Scroll down to Title I A – Basic and unlock the Budget Pages by selecting the radio button as done above for



- 11) If Funds where in Title I – Schoolwide, scroll down to Title I A – Schoolwide and unlock the Budget Pages by selecting the radio button as done above for

Title I A - Schoolwide
Overview
Program Detail
Budget Pages
Schoolwide Full-Time Equivalents
Budget Detail
Property and Equipment

- 12) Scroll down to Title IV A – Student Support and Academic Enrichment and unlocked the Program Detail and Budget Pages by selecting the radio button as done above for

Title IV - A Student Support and Academic Enrichment
Program Detail
Allowable Uses
Program Objectives
End_of_Year Reporting
Budget Pages
Budget Detail
Budget Breakdown
Property and Equipment

- 13) Scroll down and select Save

#### **Funding**

- 1) Now go to the Funding tab and zero out Title IV A funds under the Title I A tab; where it was previously transferred. Save page.
- 2) Once this page refreshes you will be able to see your Title IV A funds back under the Title IV A column.

#### **Proceed with Setting up a Title IV A Application**

Guidance, approvable programs, and resources can be found at

<http://opi.mt.gov/Leadership/Academic-Success/Title-Other-Federal-Programs>.